

Bankruptcy Release 3.1: Notes for ECF Filers

Opening a Case

Opening a Bankruptcy Case

- The item “Prior filing within last 8 years” has been added.
- A “Nature of Business” label has been added above the list of business types.
 - Radio buttons have now replaced the checkboxes for “business types,” except for “Tax-Exempt Entity” (see below).
 - A “Tax-Exempt Entity” checkbox has replaced the “Nonprofit Organization” checkbox and can be selected in conjunction with any type of business.
 - An “Other” business type has been added.
- There are two new checkboxes for a pre-packaged, Chapter 11 case:
 - A plan is being filed with this petition;
 - Acceptances of the plan were solicited pre-petition.
- For Chapter 15 cases there is a selection for **Main** and **Non-main** proceedings.
- The values for estimated assets and estimated debts have changed.
 - Estimated assets:
 - \$0 to \$10,000
 - \$10,000 to \$100,000
 - \$100,000 to \$1 million
 - \$1 million to \$100 million
 - More than \$100 million
 - Estimated debts:
 - \$0 to \$50,000
 - \$50,000 to \$100,000
 - \$100,000 to \$1 million
 - \$1 million to \$100 million
 - More than \$100 million
- New defaults and crosschecks have been added to ensure the consistency of the data.
 - *Nature of Debt* defaults to “business” for a Chapter 9 case.
 - If *Nature of Debt* is “Consumer,” *Type of Debtor* must be “Individual.”
 - The choices and the default for Asset Notice are appropriate for the chapter.
 - The default for estimated assets, estimated debts, nature of debt, and estimated number of creditors is now blank; values for the last two must be selected.
- A “Summary of Schedules” screen will be displayed. Data supplied on this screen is checked against items checked on the “Deficiency List” screen (if any) – *e.g.*, if the filer enters figures for Schedule A on the Summary and marks Schedule A as being deficient, an error message is displayed.

Opening an Adversary Proceeding

- A “Role in Bankruptcy Case” item now appears on the screen for **defendant/plaintiff information**.

Role in Bankruptcy Case

Select one from drop down box:

- Creditor
- Debtor
- Other/Not Applicable
- Trustee
- U.S. Trustee/Bankruptcy Administrator
- “Secondary nature of suit” label has been changed to “Second nature of suit.”
- The statistics screen has new items:

- “State law,” select y/n, based on whether the case involves a substantive issue of state law.
- 3rd, 4th and 5th natures of suit.

Case Upload

*****This feature is currently unavailable. Coming Soon!***

- The format of the statistics record has changed to include the new fields required by the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005 (BAPCPA). See *Opening a Case* (above) for information about the statistics screen. Details can also be obtained from the PACER Service Center at http://pacer.psc.uscourts.gov/cmecf/developer/case_upload.html.

Creditor Processing

- Creditor Maintenance/Upload a Creditor Matrix File.
 - There are additional checks made to prevent bad data from being uploaded. Each line must begin with a letter, digit, or one of these characters: #, %, &, @.
 - You will not get an error message when the path plus name of the matrix file exceeds 40 characters.

Docketing

- Trustee’s 341 Filings. Only active trustees can make entries.
- Notice of Electronic Filing (NEF).
 - Previously, any recipient of a Notice of Electronic Filing (NEF) was allowed one view of referenced documents without incurring PACER charges. Now, only participants in the case (parties and attorneys) are given a “free look” while others will be billed.
 - The Notice of Electronic Filing is now sent even when the production of notices is interrupted. Although the Notice of Electronic Filings to be mailed is produced before notices, you do not see the displayed NEF until after notice production.
 - Interested parties receiving email are now listed on the Notice of Electronic Filing and in the “Mailing Info for a Case” utility (located under *Utilities*➤*Miscellaneous*➤*click Mailings*) only if they are also regular parties in the case.

Miscellaneous

- If the case has been converted or dismissed, the appropriate labeled date is now displayed with the case number at the top of the docketing screen. This information is also shown elsewhere in the application, such as on the Claims Register and by the “Verify a Document” utility.

Notices

- The correct return address for the debtor’s/plaintiff’s attorney now appears in all notices.

Query

- When multiple cases match the query criteria, the list of cases shows the date closed in addition to the date filed.

Reports

- Cases and Docket Activity Reports. These reports now display a warning that they are not subject to the 30-page cap on PACER charges. *Note*: The exception to the cap already existed but was not apparent.
- Cases. The old chapter is now shown for a converted case.
- Claims Register. A link to the receipt now appears for a claim amendment even if no document was filed.
- Docket Report. In an adversary proceeding, the chapter of the related bankruptcy case is now shown.

Utilities

- Maintain Your ECF Account. Filers may no longer change their login name.
- Mailings/Mailing Info for a Case. All attorney email recipients are now listed.
- Court Information.
 - This new utility provides some general information such as the maximum size of the PDF files, the court's address and phone number.
 - A link for this utility also appears on the CM/ECF "Welcome" page.
 - There is an option at the bottom of the screen to "View XML." The XML data is in order by the tag name, which is a different order than the displayed HTML.

PACER Login

- Filers can use the Account Information link on the Pacer Service Center's Web site at <http://www.pacer.psc.uscourts.gov> to specify whether or not to display the PACER receipt and whether the entry of client code is mandatory (a required format may also be defined).
- If you have a CM/ECF account and have designated a default PACER account, logging into CM/ECF causes the PACER login process to begin automatically. Do not expect to be asked for a PACER login when running a billable report. However, if the client code has been made mandatory for the default PACER account, the automatic login to PACER will not occur without a client code. If you have not typed a client code on the CM/ECF login screen, the PACER login screen will be displayed when running a report.